

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Our Mission*  
*"Honoring California's Veterans"*



**Classification:** Health and Safety Officer (Salary: \$4622.00 – 5576.00)

**Tenure/Time Base:** Permanent, Full-time

**Location:** Veterans Home of California – West Los Angeles  
 800 Bringham Ave., West Los Angeles, CA 90049  
 Temporary (Approx. 2 yrs.) Offices Currently At:  
 6150 Van Nuys Blvd., Van Nuys, CA 91401

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. **SROA/SURPLUS PROVISIONS APPLY.** Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov). You may also view other examinations offered by the State Personnel Board at [www.spb.ca.gov](http://www.spb.ca.gov).

## Duties and Responsibilities:

Under the Direction of the Standards Compliance Coordinator:

- Plans, organizes, and administers injury prevention programs to meet specific needs of various Home areas; works with administrative, supervisory and other personnel to identify and correct unsafe practice or conditions; works with assigned medical staff to eliminate or control health hazards; provides assistance to and serves on the safety committee; advises management concerning standards set forth in laws and regulations relating to health and safety; reviews and evaluates reports on accidents which may involve Worker's Compensation benefits; provides liaison between the Home and other agencies on health and safety matters.
- Plans and conducts an environmental and occupational health and injury prevention safety program; evaluates specific needs in areas of health and safety; reviews and investigates all industrial injuries, monitors and recommends corrective actions for unsafe practices or conditions; takes immediate action to correct seriously unsafe conditions.
- Develops methods to maintain compliance with environmental health and safety standards as set forth in Titles 8, 17, 19, and 22 of the California Code of Regulations, and accreditation organizations; develops and implements a health and safety inspection program.
- Develops and implements a program of managing hazardous materials, including waste management; ensures applicable licensing, certification, and accreditation requirements are met.
- Administers the Injured Worker Program; participates in Return-to-Work activities, and limited duty accommodations; provides liaison between facility, employees, State Compensation Insurance Fund adjusters, physicians, attorneys, vocational rehabilitation counselors, and other agencies.
- Plans, organizes, develops, and conducts health and safety training for managers, supervisors, and staff; coordinates the intergration of health and safety into the facility-wide training program.
- Compiles and analyzes accident and injury statistics and cost data; prepares reports on hospital safety experience and uses these to recommend measures to increase effectiveness of the health and safety program.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
 Human Resources Division  
 1227 "O" Street, Room 404  
 Sacramento, CA 95814  
**Attn: Jacquie Ruiz, M80#046G 08/09**

## Inquiries:

Voice: (916) 653-2535  
 TDD: (916) 653-1966

**Note:** In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#046G-08/09 on your application.

**Final Filing Date:** Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.  
 RELEASED: 9.29.08